

MAIN FACS “TIPS & TECHNIQUES”

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IMPORTANT: This issue contains important operating information for all users of R★STARS and ADPICS. Please distribute promptly.

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- **OPENING FISCAL YEAR 2003-2004 IN MAIN FACS**

OPENING FISCAL YEAR 2003-2004 IN MAIN FACS

On Friday, August 15, 2003, ADPICS and R★STARS will be operational for fiscal year 2003-2004. This is necessary to accommodate placing orders for fiscal year 2003-2004 goods and services and to allow for the entry of budgetary transactions.

The ADPICS document-numbering table is driven by the effective date. **Therefore, to create a requisition for goods or services to be delivered on or after October 1, 2003, you must enter an effective date of October 1, 2003.** This will generate a 2003-2004 fiscal year requisition number. Allotment controls on AY04 20 Appropriation Number Profiles do **not** have to be changed to allow the processing of these new year orders.

Invoices and receivers cannot be entered against FY04 orders until October 1, 2003. In addition, you will be unable to create invoices, receivers, vouchers, or direct vouchers for FY04 at this time.

Before your agency can record any FY04 transactions (FY04 ADPICS orders or R★STARS Budgetary entries), your agency must establish a 25 Agency Control Profile for FY04 in R★STARS.